

# Baystate Tent and Party

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Baystate Employee reference: \_\_\_\_\_  
\_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list two professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_

## Disclaimer and Signature

*I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.*

*I read and understand the Position Description and can perform the essential functions with or without a reasonable accommodation. I authorize Baystate Electronics Inc to make any necessary investigations into my personal history and authorize any former employer, educational institution, financial institution, or person I provide as a reference to supply Baystate Electronics Inc or its agents with any information concerning my background. I understand no criminal background check will be conducted until after a conditional offer of employment. In the event a criminal background check is conducted after a conditional offer of employment, Baystate Electronics Inc will not request any information regarding an applicant arrest history that did not result in a conviction or in which there is not a pending criminal accusation. I release from liability and hold harmless any individual or agency supplying this information to Baystate Electronics Inc or its agents. I answered every question on this application completely, truthfully and correctly. I understand that if I am hired and any of the information I provided is found to be untruthful, misstated, or purposely omitted, I could lose my job.*

*If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Owner, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Baystate Electronics Inc , except in a specific written contract of employment signed on behalf of the organization by Its Owner, has the power to alter or vary the voluntary nature of the employment relationship.*

**I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER: We are an equal opportunity employer and do not discriminate based upon race, color, religion, sex, sexual orientation, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age (over 40), physical or mental disability, medical condition (cancer-related), gender identity or expression, genetic information including sickle cell or hemoglobin C trait, or any other consideration made unlawful by applicable federal, state, or local law

# Baystate Tent & Party Seasonal Job Descriptions

## **Installer/Driver:**

- \*Deliver and Install Party Rental Equipment to backyard and corporate events.
- \*Must have valid driver license with clean driving record.
- \*Must obtain a MA DOT medical card and maintain good standing.
- \*Ability to lift up to 70 lbs.
- \*Keep accurate paperwork
- \*Maintain professional customer relations.
- \*Must be available most weekends.

## **Warehouse:**

- \*Loading and unloading trucks.
- \*Organize and clean returned merchandise.
- \*Keep accurate counts of inventory
- \*Must be able to lift up to 70 lbs.

## **Office:**

- \*Answer incoming customer calls.
- \*Customer Service/Sales via email, live chat, and phone
- \*Responsible for greeting and directing customers in a professional and courteous manner. This includes both in person and telephone customers.
- \* Maintain supplies
- \*Resolving customer issues
- \*Scheduling Deliveries
- \*Administrative Support
- \*8a-5p possible Saturdays during June.

This is a general outline. Please be aware that your job responsibilities may change at any time during your employment. From time to time you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or the Company. Your cooperation and assistance in performing such additional work is expected.

If an employee feels that the job responsibilities or the performance standards have not been clearly explained, the employee should bring this to the attention of his/her supervisor.

Baystate reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.